

ADMINISTRATIVE - INTERNAL USE ONLY

26 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (19 - 25 June 1986)

1. *The Agency Security Classification Officer (ASCO), assigned to the Information Resources Management Division (IRMD), met with the Records Management Officer for the Directorate of Intelligence and representatives from the Offices of Near Eastern and South Asian Analysis, Scientific and Weapons Research, Soviet Analysis, and African and Latin American Analysis. The purpose was to prepare these Offices for a two-day, comprehensive Information Security Oversight Office (ISOO) document review scheduled for 22 and 23 July. The ISOO review will concentrate on classification procedures associated with the production of finished intelligence.

2. The ASCO also met with representatives from the Office of the DCI and the Office of Congressional Affairs (OCA) to brief them on an ISOO inspection of the Executive Registry and OCA scheduled for 8 July. ISOO's on-site inspection authorities and procedures were discussed in detail. The representatives also were briefed on the types of documents they should make available.

3. Representatives from the Classification Review Division (CRD), the Legal Advisor to the Director of Information Services, and a representative from the Directorate of Operations Information Management Staff visited the National Security Agency (NSA) to discuss NSA's experience in reviewing records held by the Department of Justice (DoJ) involving a case against two FBI agents convicted in the 1970s for violating the civil rights of a number of "Weathermen" and their associates (U.S. vs. Felt-Miller). Both CIA and NSA had provided information to DoJ that was used in court. DoJ now wants to transfer all the material to the National Archives. The principal impediment to such transfer is the fact that much of the information is classified or otherwise protected by statute. Arrangements must be made to insure that secure storage is maintained.

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4. The Agency Security Classification Officer (ASCO) briefed a group of secretaries from the DCI Area on Agency classification policy and procedures. Based on a review of documents selected by the DCI Records Management Officer, special attention was given to portion marking and derivative classification procedures. ISOO's role in monitoring Agency adherence to Executive Order 12356 also was discussed. As a result of this and other briefings by the ASCO, the Regulatory Policy Division continues to receive numerous requests for copies of [REDACTED]

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5. *The backlog of initial FOIA requests was further reduced this week by 23 and now stands at 1329. This compares with a backlog of 2297 this time last year and 3068 two years ago. Among the new requests is

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Attachment

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25 June 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (18 - 24 June 1986)

1. The Week in Review 18 - 24 June 1986 1986 Weekly Average
- | | | |
|-------------------------|-------|-------|
| a. New cases | 64 | 62.5 |
| b. Cases closed | 87 | 75.0 |
| c. New appeals logged | 0 | 3.4 |
| d. Appeals closed | 4 | 3.2 |
| e. Manpower (man-weeks) | 119.4 | 101.7 |
2. Current Backlogs
- a. Initial requests - 1329
 - b. Requests in administrative appeal - 192
 - c. Requests in litigation - 56
3. Spotlighted Requests

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HGH/MJD:kas/[] (25 June 1986) (FINAL)

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24 June 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 17 June - 24 June 1986

25X1 1. Two representatives of CRD, the OIS/Legal Counsel, and the [redacted] visited NSA to discuss NSA's experience in reviewing the records of the U.S. vs. Felt case which are held by the DOJ. The objective was to pick up any information derived from the NSA experience that could be helpful to the CIA review of these same records. Representing the NSA were the Chief of NSA Archives, one archivist, a declassification and FOIA specialist, and two declassifiers. The latter led the team of 7-8 persons that reviewed the U.S. vs. Felt records in a task that took seven weeks. They reviewed a total of 162 feet of material at the DOJ building and withheld an estimated four feet of it. The NSA reviewers found that the great majority of the records are from the FBI and they do not believe that we will find much CIA material. They pointed out that much of the material was re-written by the lawyers in the case to desensitize it for court use and that many of the documents carry no classification markings even though the documents contain classified information. The NSA representatives also pointed out that they have written to DOJ requesting that the four feet of records they found, plus 16 feet identified earlier by the DOJ paralegal who inventoried the records, be sent to NSA for storage until they can be declassified. NSA wondered whether CIA would request to hold its classified records but we told NSA such decisions would have to wait until we see what information we find during our review. It was agreed that we should continue to share our views and experiences in this matter as it progresses. [redacted]

25X1

[redacted]

C/CRD

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[redacted]

[redacted]

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24 June 1986

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (18-24 June 1986)

1. WORK IN PROGRESS

a. TRIS Usage. [REDACTED] Chief, Information Technology Branch (ITB), reported that a new TRIS file containing a listing of standardized abbreviations for Agency offices and external organizations has been made available to TRIS users. This file was created by ITB to provide users with readily accessible information to further ensure the standardization of data entries. A notice will be sent to all TRIS users informing them of this new on-line file.

b. Top Secret Documents. Messrs. [REDACTED] and [REDACTED] OIS annuitants, continue to review DI/OSWR holdings at the Records Center in an effort to locate unaccounted for TS collateral documents. Review activity for the week resulted in 315 documents being located; 258 were on record as charged to OSWR and 57 were listed for follow-up review by the Document Accountability Section (DAS). Search activity will continue on the remaining 45 OSWR retirement jobs.

[REDACTED] DAS, continues to process information for collateral TS documents located by OIS annuitants. Processing of findings from the DI/OSWR retired holdings continues with items being verified with DAS information. [REDACTED] continues to verify the hard copy documentation provided by DO/Operations Group/Sensitive Information Section with document control information in TSCADS. Appropriate adjustments to DO system information will be entered following data review.

[REDACTED] continues to assist Top Secret Control Officers (TSCO) in recording TSCADS data entries.

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c. North Atlantic Treaty Organization (NATO) Documents.

25X1 [] Chief, Document Accountability Section, Information Control Branch, sent a revised signature listing identifying Agency personnel who are authorized to receive NATO material to the DI/Office of Information Resources/Document Service Division for review and coordination. The listing will then be forwarded to the Department of Defense, Central United States Registry. (This item was reported as item 1.b, 11-17 June.)

2. SIGNIFICANT EVENTS/ACTIVITIESa. Classification Briefing. [] Agency

25X1 Security Classification Officer, provided an Agency classification policy and procedures briefing to O/DCI area secretaries and a representative from the O/DCI Administrative Office on 18 June. Preparatory to the meeting, the DCI Records Management Officer collected a sampling of documents typifying the most common types of classification problems encountered in O/DCI. Based on a review of these documents, the ASCO gave special attention to portion marking and derivative classification procedures. The ASCO also discussed the role of the Information Security Oversight Office (ISOO) in monitoring Agency adherence to Executive Order 12356--National Security Information.

b. Information Security Oversight Office (ISOO) Annual Inspection. []

25X1 Agency Security Classification Officer, met with the O/DCI Records Management Officer, Chief, Executive Registry (ER), and Office of Congressional Affairs (OCA) representatives to discuss the upcoming Information Security Oversight Office (ISOO) inspection of ER and OCA which is scheduled for 8 July 1986. The ISOO on-site inspection authorities and procedures were discussed in detail. OCA and ER were also advised as to the types of documents that should be made available for the ISOO inspection.

c. Information Security Oversight Office Comprehensive Review. []

25X1 met with the Directorate of Intelligence (DI) Records Management Officer, Office of Near Eastern and South Asian Analysis (NESA), Office of Scientific and Weapons Research (OSWR), Office of Soviet Analysis (SOVA) and the Office of African and Latin Analysis (ALA) representatives on 19 June. These four offices were selected to participate in an Information Security Oversight Office's (ISOO) comprehensive two-day document review. The review is scheduled for 22 and 23 July and will concentrate only on reviewing the classification procedures associated with finished intelligence produced by the selected offices. A one day follow-up is schedule for 30 July to address ISOO findings.

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25X1 d. Machine-readable Records. Messrs. [] and
 25X1 [] Information Management Branch, have completed drafting
 schedule items for two computer systems, AUTHORITY and PROPERTY, in
 the Facilities Management Division, Office of Logistics (FMD/OL).
 Several other OF division computer systems have been researched and
 written draft schedule items are in various stages of completion.
 25X1 The information on the dates of system coverage is incomplete and
 is being obtained by [] the Data Base Manager for
 FMD systems. The requested information should be received the week
 of 23 June, at which time the draft schedule items will be
 completed and sent to FMD/OL for their review.

25X1 [] Information Management
 25X1 Branch, met with [] Office of Finance Records
 Management Officer to discuss the format for adding
 machine-readable items to the OF Records Control Schedule, and to
 review the last OF computer systems scheduled, on 20 June.
 25X1 Computer systems recently completed were []
 25X1 [] and the Actuary System. This completes the
 researching and drafting of schedule items for OF computer
 systems. A final draft of the schedule items will be prepared and
 forwarded to OF for their review and approval. [] 25X1

25X1 e. Information Services Center Activities (ISC).
 25X1 [] a new MI careerist, began training in registry
 procedures in the Ames Building ISC on 18 June. [] will
 receive two weeks OIT training prior to reporting to her assignment
 in DI/Office of Imagery Analysis.

f. Records Center. Records Center personnel performed
 the following activities during the week:

RAMS:	Made 34 additions, 8 changes, and 4 deletions.
ARCINS:	Jobs received/edited: 17. Jobs keyed: 20 consisting of 3,620 entries. Jobs completed: 8.
Accessions:	Received 28 jobs totaling 152 cubic feet.
References:	Serviced 1,768 requests for records (168 were for annuitants).
Dispositions:	Transferred 30 cubic feet of material to the hammermill for destruction.

25X1



24 June 1986

MEMORANDUM FOR: Director of Information Services

FROM:

[REDACTED]

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
18-24 June 1986

1. RPD is currently processing 122 jobs, a slight decrease over last weeks total of 125. [REDACTED]

2. As a result of the briefings being given by the Agency Security Classification Officer, RPD continues to be inundated with requests for copies of [REDACTED]

3. The Office of General Counsel advised RPD that because of the authority contained in the proposed revision of [REDACTED] it should be sent to the Executive Director for approval. The proposed regulation, initiated by the Office of Finance on a priority basis, was forwarded through the DDA to the Executive Director requesting approval and publication by 1 July.

4. Chief, RPD sent a memorandum to the Director, Office of Congressional Affairs (OCA) requesting that the previous revision to [REDACTED] sent to OCA for coordination with the Congressional intelligence oversight committees be cancelled. D/OCA was also advised that the new version of [REDACTED] will not require coordination with the oversight committees.

5. Deputy Chief, RPD, [REDACTED] met with [REDACTED] and [REDACTED] from the Office of Finance (OF) to discuss present and proposed changes to [REDACTED]. It was agreed that OF would not submit additional changes to [REDACTED] until RPD has completed processing the present changes. They also agreed to incorporate any future changes into a complete revision/revalidation of this issuance.

[REDACTED]

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